Add an item to a list (Announcement, Calendar, and Discussion Board)

Some lists may appear in Web Parts, which are basic buildings blocks of Web pages on a Windows SharePoint Services site. When a list appears in a Web Part, you can add items to the list without actually opening up the list. If you do not see the link to add more items to a list, you need to open the list.

1. If your list (announcement, calendar, discussion board) appears in a Web Part, you will

   see a link in the Web Part that you can use to add more items to it, such as **Add new announcement**, **Add new event, or Add new discussion**. Click **Add new "*item"**.

2. A form will open for you to enter your information. Entries will vary based on the information collected in each list (announcement, calendar, discussion board). Enter the information for the list item. Information that is required has a red asterisk next to it.

Announcements: New Item

| OK | Cancel |

📎 Attach File | 🔤 Spelling...   * indicates a required field

Title *   [   ]

Body   → **Required Field**

[formatting toolbar]

[large text area]

Expires   [   ] 📅

| OK | Cancel |

3. To attach a file to the list item, click **Attach File**, click **Browse** to locate the file, and then click **OK**.

Announcements: New Item

→ **Attach File**

| OK | Cancel |

📎 Attach File | 🔤 Spelling...   * indicates a required field

Title *   [   ]

Body

[formatting toolbar]

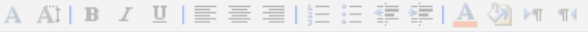[large text area]

Expires   [   ] 📅

| OK | Cancel |

4. Click **OK**.

Calendar Entry Form Example: Similar to the Announcement entry form, required items are noted by a red asterisk. The required items must be filled in and then clicking the OK button will add the item to the list (in this case the calendar).

Calendar: New Item

	OK Cancel

📎 Attach File | ✔ Spelling...   * indicates a required field

Title *	
Location	
Start Time *	2/25/2009 📅 4 PM ▼ 00 ▼
End Time *	2/25/2009 📅 4 PM ▼ 00 ▼
Description	A A̅	B I U	☰ ☰ ☰	☱ ☷ ☶ ☵	A 🖌 ▶¶ ¶◀
All Day Event	☐ Make this an all-day activity that doesn't start or end at a specific hour.
Recurrence	☐ Make this a repeating event.
Workspace	☐ Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

                                                    OK   Cancel

Discussion Board Entry Form Example: Similar to the Announcement entry form, required items are noted by a red asterisk. The required items must be filled in and then clicking the OK button will add the item to the list (in this case the discussion board). **In a Discussion Board this New Item is a new discussion thread. The required field "View Status" will determine whether the discussion thread will be available only to committee members or to site users who are not members of the committee.** Selecting "Online" will enable all site visitors to read the discussion thread. "Offline" will allow only committee members to read <u>this</u> discussion thread.

To add your comments to a pre-existing discussion thread, you would click on the discussion topic instead of add new discussion
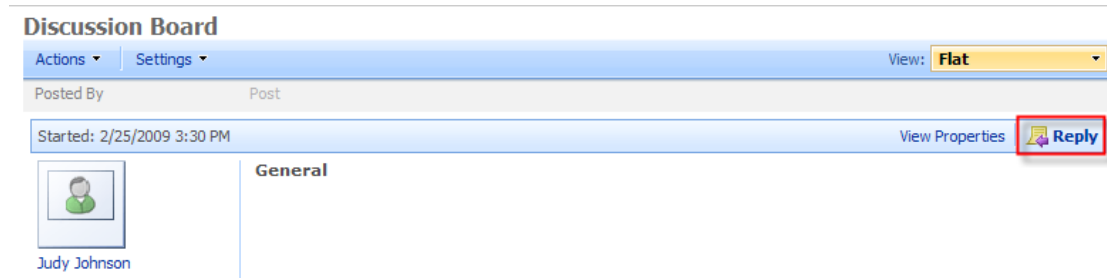
Once you click on the discussion thread, the discussion threads for that topic appear.

You then click the reply button to open the text editor in which you type your reply. When complete you click OK.